

BOBBY JINDAL
GOVERNOR



PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

June 23, 2011

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-54

TO: All LaGov HCM Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: New Payroll Object Codes Available

The Office of Statewide Reporting and Accounting Policy (OSRAP) has created three new payroll object codes to separately account for overtime, termination pay, and retirement incentive pay paid to employees whose wages are charged to object 2200. These new objects will be used in LaGov HCM beginning with the first payday in fiscal year 2012. The new codes and definitions established by OSRAP for the uniform chart of accounts are below:

2250 Wages – Overtime:

Overtime paid to an employee on a restricted appointment, casual, seasonal (one who works five months or less per year), or temporary employee (one who works under contractual employment less than two years) hired on an irregular basis.

2260 Wages – Termination:

Payment made to an employee on a restricted appointment, casual, seasonal (one who works five months or less per year), or temporary employee (one who works under contractual employment less than two years) hired on an irregular basis whose employment with the State of Louisiana has completely ceased. Payments for annual leave (up to 300 hours) or compensatory leave at termination. Payments for annual leave over 300 hours and sick leave will be paid on an actuarial basis.

2270 Wages – Retirement Incentive Pay:

In accordance with the provisions of Civil Service Rule 17.9, a one-time lump sum "retirement incentive" payment made to an eligible employee on a restricted appointment, casual, seasonal (one who works five months or less per year), or temporary employee (one who works under contractual employment less than two years) hired on an irregular basis as part of an approved layoff avoidance measure plan approved by the Department of State Civil Service. Link to Civil Service Rule: (<http://www.civilservice.la.gov/progasst/csrules/Chapter17/Chapter17B.htm>)

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-54

June 23, 2011

Page 2

It is not necessary for agencies to make any changes to positions or employee records in LaGov HCM for these new object codes. The Office of Information Services (OIS) has already "mapped" employees for all future charges to these accounts. Agencies do, however, need to be mindful of retroactive corrections that correct overtime, termination pay, and/or retirement incentive pay for periods prior to fiscal year 2012. These will post to the new object codes and may require ISIS/AFS journal vouchers to correct the coding.

Agencies should advise their budget/fiscal staff of these new object codes. Agencies should also review LaGov HCM financial report variants and ISIS/AFS Business Objects report parameters and update as needed to include the new object codes.

Questions should be directed to a member of the OSUP Benefits and Financial Administration (BFA) Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Jodi Bullock	342-5345	Michelle Richmond	342-5357
Brandy Boyd	342-5354	Desiree Jefferson	342-5377
Jessamye Charette	342-5344		

APH/PAR:pbh